

Washington County Board of Education
P. O. Box 1359 – 229 Granade Avenue
Chatom, AL 36518

Request for Vacation Time

Employee _____

Position _____

Date(s) requested to take
Vacation Time:

Number of hours
to be taken:

Employee's Signature

Date

Action of Superintendent: _____ Approved _____ Denied

Comments: _____

Superintendent's Signature

Date